

# Orleans House Gallery – The Octagon Room

## Schedule of Charges (New Prices 2011)

<b><u>Wedding Ceremony/ Civil Partnership:</u></b>	1.5 hours	£760
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### **Reception following Wedding Ceremony/Partnership:**

	1 <sup>st</sup> hour	Each subsequent hour
Weekday daytime (9am-5pm)	£ 95.00	£ 63.00
Weekday after Gallery closing (after 5pm)	£106.00	£ 71.00
Saturday daytime (9am-5pm)	£116.00	£ 78.00
Saturday evening and Sunday (after 5pm)	£140.00	£ 89.00

\* You are permitted to book an additional **two extra hours** after your wedding ceremony/partnership with us

### **All other functions:**

	1 <sup>st</sup> hour	Each subsequent hour
Weekday daytime (9am-5pm)	£185.00	£127.00
Weekday after Gallery closing (after 5pm)	£284.00	£190.00
Saturday daytime (9am-5pm)	£284.00	£190.00
Saturday evening and Sunday (after 5pm)	£324.00	£207.00

### **Terms and Condition of Letting - Charges**

1. A **non-refundable deposit of 10%** is required with all **booking forms**.
2. Cheques must be made payable to **London Borough of Richmond Upon Thames**.
3. Full payment of the balance will be due two months before the event.
4. An **additional deposit** cheque is required in the sum of **£200** for all **catered** events. This will be requested with the final payment, and will be kept by the Orleans House Gallery in the event of damage to the buildings/grounds or works of art, or extra cleaning being required. **All rubbish must be removed by the caterer after events**. The cheque will be returned once an inspection of the premises has been carried out and the Council reserves the right to invoice the hirer for any additional sums required.
5. You are welcome to stay after your wedding ceremony/partnership for a canapé reception for a **maximum stay of two extra additional hours**.

6. In addition, the Orleans House Gallery reserves the right to retain the above deposit or invoice the hirer in the absence of a deposit for the over-running of an event. **Extra time will be charged per 30 minutes** according to the schedule of charges.
7. The hirer must accept liability on behalf of their guests for any loss of or damage to Council property or property owned by organisations or individuals exhibiting artwork or related material within Orleans House Gallery and grounds.
8. In the event of cancellation by the hirer, the deposit shall be forfeited. Additionally, 50% of the full fee will be charged if less than 4 weeks' notice is given of cancellation; 100% will be charged if less than 2 weeks' notice is given.

### General Terms and Conditions of Letting

1. The Octagon Room and associated buildings are Grade I Listed and are of national historical importance; hirers are required to pay due care and attention whilst using the facilities.
2. No alterations to the structure or fabric of the Octagon Room or Main Gallery, their furnishings or fittings may be made by the hirer under any circumstances.
3. Orleans House Gallery staff reserve the right to escort any unruly guest from the premises or take any action deemed necessary and appropriate to protect the premises, contents or staff in the event of being threatened in any way by the actions of the hirer, their guests, caterers or contractors.
4. It should be noted that essential conservation work might on occasion alter the appearance of the building. Likewise, exhibitions in the Orleans House Gallery are changed several times each year: whilst disruption is kept to a minimum when events are booked, this cannot be guaranteed. If Orleans House Gallery is required to cancel a booking due to the re-scheduling of an exhibition, the deposit and any other monies paid to the Gallery for that booking would be repaid in full. In addition, staff at the Orleans House Gallery will assist the hirer to find an alternative venue.
5. No confetti, rice, helium balloons, candles, party poppers, spray string or fireworks of any kind are permitted either within the buildings or their surroundings.
6. No dancing or smoking is allowed within the Octagon Room itself.
7. The capacity of the Octagon Room is a maximum of 60 guests.
8. Where a function takes place during the evening, guests must vacate the premises by **11pm**.
9. No marquees are permitted within the grounds.
10. The grounds are open to the public during daylight hours and the Gallery is open as follows:

Tuesday to Saturday	1pm to 5.30pm (October to March closes 4.30pm)
Sunday/Bank Holidays	2pm to 5.30pm (October to March closes 4.30pm)

Please note that Gallery staff are obliged to allow visitors to view the Octagon Room upon request; obviously, a wedding ceremony/partnership will not be interrupted, but permission might be sought at any other time during opening hours.